

APPENDIX 1 — GUIDELINES FOR PREPARING FINAL YEAR PROJECT REPORT

Except in unusual circumstances, you must strictly adhere to all the guidelines given below.

1. Language and Units

The report should be written in English in the third person, and SI units should be used.

2. Page Format, Font and Colour

The paper should be A4 size. A margin of 4 cm must be provided on the left hand side, while the other sides should have margins of 3 cm. Times New Roman, 12 points, or similar font and double spacing must be used. Font and size of symbols must be the same in equations, text and figures. **Avoid** the use of colour in plots. Use other methods (e.g., different line types) to distinguish between plots in the same figure.

3. Organization of Report

You should discuss with your supervisor(s) on how your report should be written. Your report should consist of the following parts:

- (a) A title page with format as given in Appendix 1a.
- (b) An abstract with format as given in Appendix 1b. This should summarize the problem being tackled, the solution adopted, the novelty of the approach used and the results obtained in preferably one paragraph and with less than 300 words.
- (c) An acknowledgement page with format as given in Appendix 1c.
- (d) A table of contents with format as given in Appendix 1d.
- (e) A list of figures with format as given in Appendix 1e.
- (f) A list of tables with format as given in Appendix 1f.
- (g) A list of important symbols/abbreviations with format as given in Appendix 1g.
- (h) The main text of the report organized in Chapters and Sections with format as illustrated in Appendix 1h. Note that all Chapters and Sections must be appropriately numbered, titled, and should neither be too long nor too short in length.

The first Chapter should be introductory in nature and should outline the background of the project, the problem being solved and its importance, other related works, the solution employed and its novelty, a brief summary of the results obtained, and how the report is organized. It should not be more than 5 pages in length and wherever appropriate, references should be quoted.

The last Chapter should be concluding in nature and should summarize the problem being solved, the important results obtained, the implications of the work performed, the advantages and disadvantages of the solution adopted, as well as some suggestions for future work if any. Note that this is not a “discussion” Section and all the results stated must have been derived somewhere else in the body of the report.

The other Chapters should form the body of your report and they are for you to formulate the problem, describe the solution or experimental setup in detail, derive the consequences, present your simulated or measured results, discuss and compare these with those from other workers, etc. In writing these Chapters, you should concentrate on what has been performed and achieved in the course of your work, rather than discuss in detail what is readily available in text books. Avoid abrupt changes in contents from section to section and maintain a lucid flow throughout the thesis. You may include an opening and closing paragraph in every chapter to aid in smooth flow.

In writing the various Chapters, all figures and tables should as far as possible be next to the associated text, in the same orientation as the main text, numbered, and given appropriate titles or captions. Note that the title is put on the top of a table while the caption is put below the figure. All major equations should also be numbered and unless it is really necessary, you should never write in “point” form.

- (i) A list of references with format as given in Appendix 1i. Note and follow the format used in listing down each reference item. Also, remember that this list should only contain references which have been quoted and that the cited publications must be listed in the same order as they appear in the report. **The figure caption of any copied figure and title of any copied table must cite the reference.**
- (j) Appendices. These must also be properly titled and should contain details which are of secondary importance in understanding the report. Examples include program listings, PCB designs, detailed specifications of important components, and derivation of not so well known mathematical functions or theorems used in the report. Like the references listed, Appendices must be referred to in the main text of the report. Do not include important graphs or diagrams in Appendices. Instead, place these next to the associated text.